



## UVM GUIDE FOR ONLINE PAYMENTS

1) To make an online payment to **Universidad Viña del Mar (UVM)** using a credit card, click on the following link:

<https://www.webpay.cl/portalpagodirecto/pages/institucion.jsf?idEstablecimiento=81892105>

2) It is important to note that the system will only accept payments in Chilean national currency (CLP). If payments are made outside of Chile, each country's financial institution will be responsible for converting the total amount to your local currency.

3) Once you click on the link, the following page will be displayed:

The screenshot shows the webpay.cl interface for UVM. On the left, there is a sidebar with the UVM logo, a 'Santiago' location filter, and the title 'U.V.M. (PAGOS INTERNACIONALES)'. Below this, there is a description of the direct payment portal and contact information for Diego Portales 90 Agua Santa. The main content area is titled 'Selecciona un link de pago' and contains a single button labeled 'PAGOS UVM'. At the bottom right, a purple 'Continuar' button is visible, with a yellow callout box pointing to it containing the text 'Click "continuar"'. The top navigation bar includes links for 'Inicio', '¿Cómo funciona?', 'Preguntas Frecuentes', and a 'Contrata aquí' button.

4) The following page will be displayed:

The image shows a web form for UVM payments. On the left, there is a sidebar with the UVM logo, the text 'Santiago', and 'U.V.M. (PAGOS INTERNACIONALES)' with a description of the portal. Below this is contact information: 'DIEGO PORTALES 90 AGUA SANTA', phone '981498932', and email 'carlos.rodriguez@uvm.cl'. The main form area is titled 'Completa los datos' and contains several input fields: 'Correo \*' (with a red border and a red 'x' icon), 'Monto \*' (with a '#' symbol), 'Nombre \*' (with a dropdown arrow), 'Rut \*', and 'Observación \*'. At the bottom of the form, there is a link '< volver a comercio' and a 'webpay.cl' logo with the text 'Pague seguro usando:'. Yellow callout boxes with arrows point to the 'Correo \*' field (labeled 'Email'), the 'Monto \*' field (labeled 'Amount'), the 'Nombre \*' field (labeled 'Name'), the 'Rut \*' field (labeled 'Enter 99.999.999-9'), the 'Observación \*' field (labeled 'Reason for payment'), and the 'webpay.cl' logo (labeled 'Click "Pagar"').

- i. **Observaciones (Reason for payment)** – indicate the invoice number found on the invoice sent by UVM and program name.
- ii. **RUT (Chilean Identification Number)** – if you have a Chilean Identification Number fill it in here, otherwise, use the following number: **99.999.999-9**.
- iii. **Nombre (Name)** – it’s important to fill in the full name of the student taking the course or program at UVM and **NOT** the person responsible for making the payment. In some cases, it may be the same person taking the course and making the payment.
- iv. **Correo (Email)** – fill in the email address you wish to receive the proof of payment. Remember to forward your receipt to: [international@uvm.cl](mailto:international@uvm.cl)
- v. **Monto (Amount)** – this amount can be found in the invoice sent by UVM. Remember, the cost of the course or program must be indicated in **CHILEAN PESOS (CLP)**.

When all of the fields have been completed, click “**Pagar**” (pay).

5) Once you accept payment, the following page will be displayed:

Estás pagando en: **webpay.cl**

Monto a pagar: **\$1.300**

Selecciona tu medio de pago:

 **Tarjetas**  
Crédito, Débito, Prepago

 **onipay.**  
transbank.  
y otras billeteras digitales

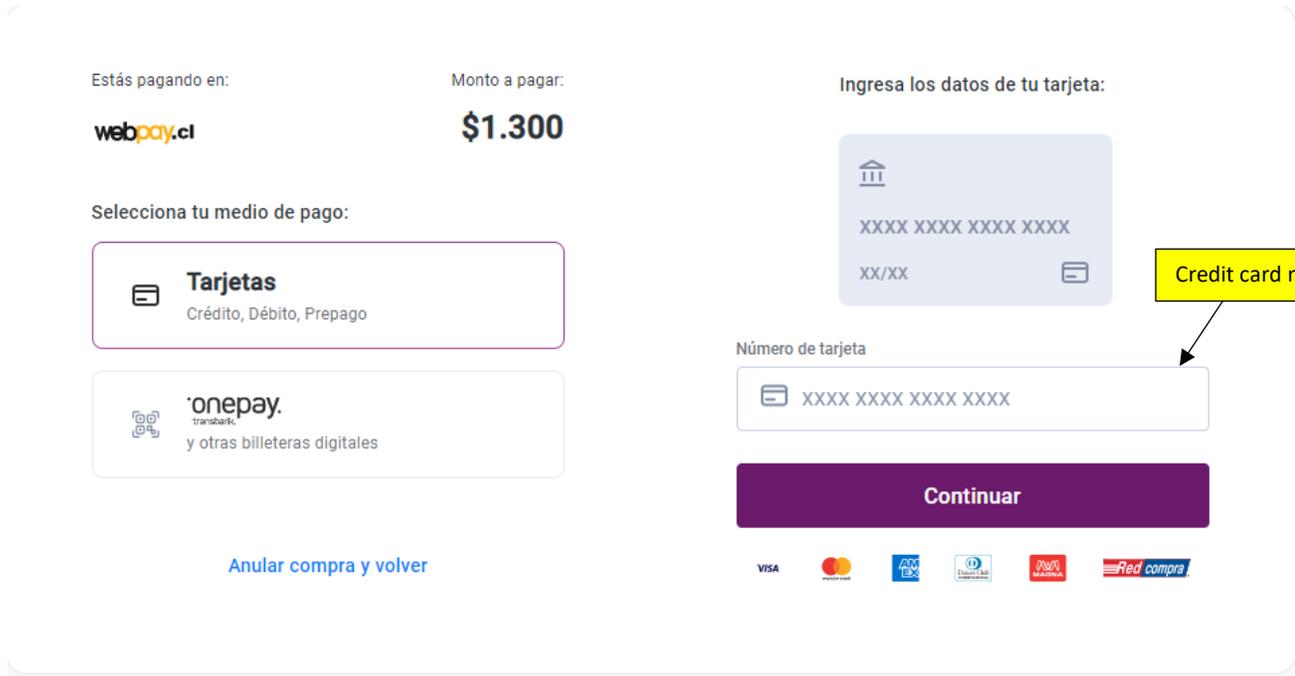
[Anular compra y volver](#)

 Transacción respaldada por Transbank. Revisa las [condiciones del servicio](#).

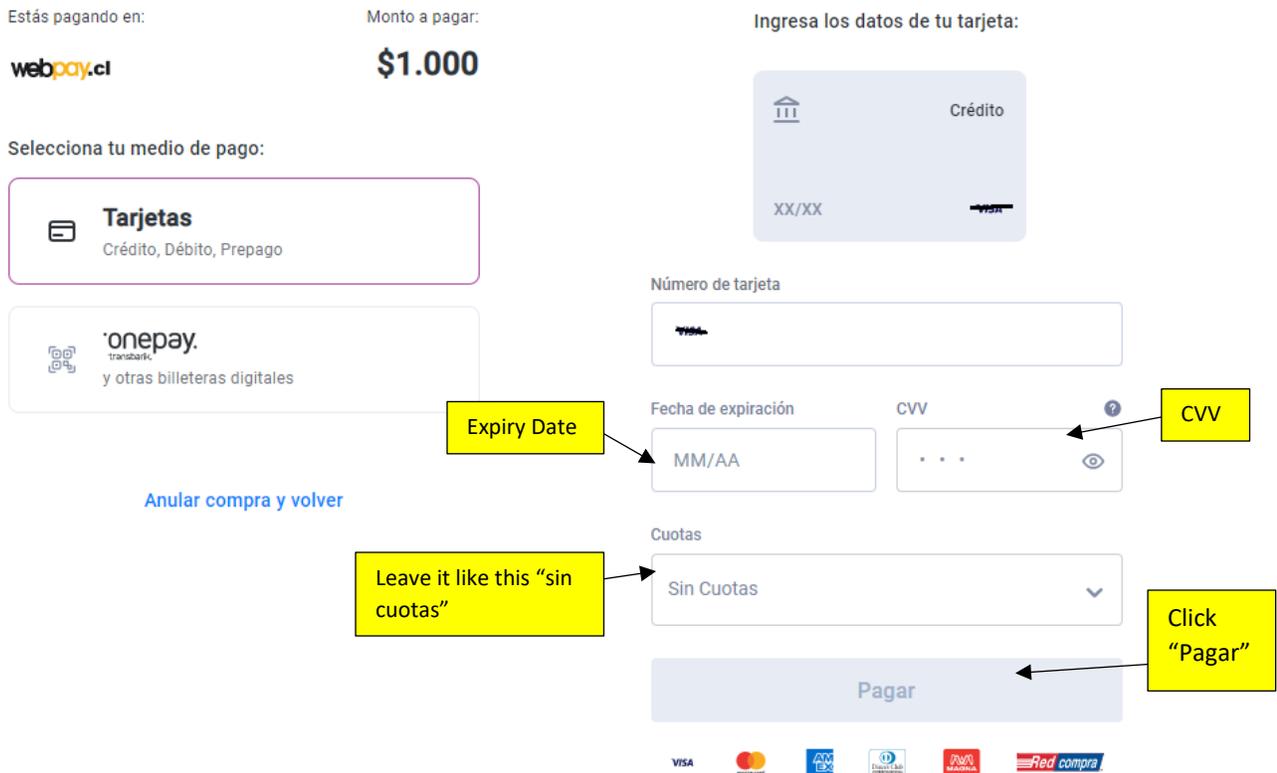
Double check the amount is correct and in Chilean pesos

Click here "Crédito or débito" to pay

6) Click on “Tarjetas” (Crédito, Débito, Prepago)



7) the following page will be displayed:



Details of the fields:

- i. **Número de tarjeta (Credit card number)** – enter your credit card number
- ii. **Fecha de expiración (Expiry date)** – enter the expiry date
- iii. **CVV (Card Verification Value)** – enter the CVV number
- iv. **Cuotas (Installments) should remain the same “Sin Cuotas”**

When you have entered your credit card information, click on **“Pagar”** (to pay).

- 8) Once payment has been approved, you will receive a message stating your transaction has been successful and your proof of payment will be sent to the email indicated previously. There will be a button to download the confirmation payment, please download it.
- 9) You will receive an e-mail, please resend that e-mail to the program coordinator and Carlos Rodriguez: [carlos.rodriguez@uvm.cl](mailto:carlos.rodriguez@uvm.cl) along with the PDF document.